

2003-04 UCF GRANT PROGRAM SHADE TREE APPRENTICESHIP / STUDENT INTERN GUIDELINES

The Shade Tree Apprenticeship/Student Intern Program has been established to assist communities that wish to employ an individual to conduct community forestry activities through the Urban & Community Forestry (UCF) Program Development Grant Program. The apprenticeship program is intended to provide quality community forestry work experience for the apprentice/intern and forestry program development opportunities for the community. Apprentice/intern candidates may include high school and college students with strong forestry interests, master gardeners, retired individuals, or other appropriate individuals.

Note: Individual selected must possess working knowledge of anticipated program activities, or city must have someone qualified and committed to training the individual.

Community Application Requirements

Communities interested in hiring a Community Forestry Apprentice or Student Intern must submit a completed UCF Program Development application form. The application must clearly outline a work plan for the proposed period of employment and indicate how the project will help achieve established forestry program goals for the community.

The application must also include the name of the individual(s) that will supervise the apprentice and list relevant qualifications for assuming this responsibility.

Suggested Wages and Employment Period

Pay range:	\$5.15 - \$9.00/hour.
Employment Period:	8 - 12 weeks.
Minimum grant award:	\$2,060
Maximum grant award:	\$4,000 (max for any UCF project)

Minimum award is estimated as follows:

$$\begin{aligned} \text{Minimum wage} \times \text{minimum employment} \times \text{fringe} &= \text{Employment cost} \\ (\$5.15 \text{ hr} \times 320 \text{ hrs} \times 125\%) &= \$2060 \end{aligned}$$

Note:

- ◆ Wages and employment period may vary depending on qualifications of individual and community needs. Contact the IDL Community Forestry Coordinator if you have questions.
- ◆ It is important that operating expenses are included when estimating your project budget. The individual will likely need a vehicle and equipment depending on responsibilities.

Idaho Department of Lands Obligations

The Idaho Department of Lands will make every effort to assist your community apprentice/intern and supervisor(s). It is important that you estimate the level of assistance you will require in your project application.

If your community is interested in the Apprenticeship/Student Intern Program, but needs assistance in determining potential community project activities, please contact the IDL Community Forestry office as follows:

Dave Stephenson
Community Forestry Coordinator
Idaho Department of Lands
3780 Industrial Avenue, South
Coeur d'Alene, ID 83815
Telephone: 208/666-8621
Toll Free Number: (800)-IDAHO-4-U
Email: communitytrees@idl.state.id.us

For More Information on Intern Candidates Contact:

College of Southern Idaho

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Boise State University

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University of Idaho

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